

**STATE OF MARYLAND
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



Invitation for Bids (IFB) No. DHCD-18-01 - REISSUED

Training Seminars: Maryland Accessibility Codes

IFB Issue Date: September 13, 2017

Procurement Officer: Amanda Sadler
7800 Harkins Road
Lanham, Maryland 20706
Phone: (301) 429-7780
E-mail: amanda.sadler@maryland.gov

Contract Monitor: Sara Luell
7800 Harkins Road
Lanham, Maryland 20706
Phone: (301) 429-7803
Sara.luell@maryland.gov

Bids are to be sent to: Department of Housing and Community Development
7800 Harkins Road
Lanham, Maryland 20706
Attention: Amanda Sadler

Mark in the lower left or right-hand corner: "IFB No. DHCD-18-01; MUST BE OPENED BY ADDRESSEE ONLY."

Bids must be sealed and clearly labeled exactly as indicated to ensure that they are delivered intact and unopened.

Bid Due (Closing) Date and Time: September 19, 2017, at 2:00 P.M, Local Time

NOTICE

Prospective Bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that any amendments to the IFB and other communications may be sent to them.

**Minority Business Enterprises and Certified Small Businesses
are encouraged to respond to this solicitation.**

General Information

Summary

The Department of Housing and Community Development (DHCD), a principal department of the State of Maryland (State), is seeking the service of a Contractor to provide three (3) training seminars based on Maryland Accessibility Code (COMAR 05.02.02) and all other referenced standards and federal laws such as 2010 ADA Standards, FHAA, FHAG and UFAS.

Contract Type

The Contract resulting from this solicitation shall be an indefinite quantity contract with firm fixed unit prices as defined in COMAR 21.06.03.06.A(2) (indefinite quantity) and 21.06.03.02.A(1) and (2) (fixed price and firm fixed price).

Contract Duration

The duration of the Contract shall be from the date of issuance through June 30, 2018 commencing upon execution of the Contract. There are no renewal options.

Procurement Officer

The Procurement Officer is the primary point of contact in the State for purposes of this IFB prior to the award of any Contract. The name and contact information of the Procurement Officer are indicated in the title page.

The Department may change the Procurement Officer at any time by written notice.

Contract Monitor

The Contract Monitor is the State representative for this Contract who is primarily responsible for Contract administration functions after Contract award. The name and contact information of the Contract Monitor are indicated on the title page.

The Department may change the Contract Monitor at any time by written notice.

Questions

Inquiries regarding this IFB should be directed to the Procurement Officer listed on the title page.

Procurement Method

This Contract will be awarded in accordance with COMAR 21.05.07, which governs the procurement of items expected to cost \$25,000 or less.

Bid Closing Date and Time

All bids must be received at the address listed on the title page and no later than the Bid Due Date and Time indicated on the title page. **No late bids will be accepted.**

Duration of Bid

Bids submitted in response to this IFB are irrevocable for ninety (90) days following the closing date for bids. The Procurement Officer may extend this period, with the Bidder's written consent.

Multiple or Alternate Bids

Multiple and/or alternate Bids will not be accepted.

Award Basis

The Contract shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable bid price (per COMAR 21.05.07.06.D(2)). One (1) award shall be made.

Substitution of Personnel

Any substitution of personnel after the Contract has begun must be approved in writing by the Contract Monitor prior to the substitution. If the Contractor substitutes personnel without the prior written approval of the Contract Monitor, the Contract may be terminated.

Minority Business Enterprises (MBEs)

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation. MBE vendors are encouraged to obtain MBE certification from the Maryland Department of Transportation, Office of Minority Business Enterprise. Direct all certification-related questions to:

Office of Minority Business Enterprise
Maryland Department of Transportation
P.O. Box 8755
BWI Airport, Maryland 21240-0755
(410) 859-7328
<http://www.mdot.maryland.gov>

Small Businesses

Although this is not a Small Business Reserve procurement, small businesses are encouraged to respond to this solicitation and to register with the Maryland Department of General Services for the Maryland Small Business Reserve Program through a self-certification process at <https://www.smallbusinessreserve.maryland.gov/registration/>.

A "Small Business" is a business, other than a broker, that meets the following criteria:

- The business is independently owned and operated;
- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;

- The wholesale operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;
- The retail operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;
- The manufacturing operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- The service operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;
- The construction operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years; and
- The architectural and engineering operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

Verification of Registration and Tax Payment

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdatcert3.resiusa.org/ucc-charter/>.

It is strongly recommended that any potential Bidder complete registration prior to the due date for receipt of Bids. A Bidder's failure to complete registration with SDAT may disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

Mandatory Contractual Terms

By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted all terms and conditions of this IFB **and** the State's mandatory terms and conditions under COMAR 21.07.01: http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=21.07.01.*. Any exceptions to this IFB must be raised prior to Bid submission. Changes to the solicitation, including the Price Bid Form, made by the Bidder may result in Bid rejection.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

MINIMUM QUALIFICATIONS

The following qualifications shall be met to be considered for contract award:

Presenter Qualifications

The Bidder must identify the individual or individuals who will conduct the training. The proposed Presenter(s) shall:

- A. Hold a Bachelor's degree in architecture or engineering, or be registered with a state government as a licensed engineer or architect, or be recognized as a Master Code Official, or have at least ten (10) years of professional experience related to the Maryland Accessibility Code and all other referenced standards and federal laws such as 2010 ADA Standards, FHAA, FHAG and UFAS; and
- B. Have a minimum of two (2) years of training experience; and
- C. The Contractor shall be able to provide each participant of the seminar with a certificate indicating completion of the seminar and Continuing Education Unit (CEU) recognized by the International Association for Continuing Education and Training. The CEU shall be accepted by the Maryland Department of Labor, Licensing and Regulation (DLLR) for registered architects and professional engineers if CEU is required by DLLR.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SCOPE OF WORK

Detailed Specifications

The Contractor shall provide services that include performance of the following tasks:

General Information

The Contractor will be responsible for conducting 3 (three), one day training seminars. The three seminars shall include review of the Maryland Accessibility Code and all other referenced standards and federal laws such as 2010 ADA Standards, FHAA, FHAG, UFAS

Training Curriculum

The training curriculum shall be developed by the Contractor in conjunction with DHCD staff and will include, at the minimum:

- A. The Contractor shall design and produce a student workbook that includes, but not limited to, explanations of the requirements related to 2010 ADA, as issued by the U.S. Department of Justice September 15, 2010; the Maryland Accessibility Code; and Safe Harbors of the Federal Fair Housing Amendments Act of 1988. The workbook should include examples, illustrations as appropriate, and a note taking area.
- B. The Contractor shall provide audio-visual tools for instruction (i.e., Microsoft PowerPoint or other DHCD-approved electronic presentation tools).
- C. The Contractor shall provide supplemental classroom handout materials for students as appropriate.
- D. The training curriculum will include, at minimum, the following materials, for the three trainings.
 - Chapter 2 through Chapter 10 of the 2010 ADA Standards for Accessible Design issued by the US Department of Justice dated September 15, 2010
 - Maryland Accessibility Code
 - All referenced standards by the Maryland Accessibility Code, including ANSI A117.1-1986
 - All referenced federal laws by the Maryland Accessibility Code, including Federal Fair Housing Amendments Act of 1988 and safe harbors
- E. The Contractor will provide a draft PowerPoint presentation two (2) weeks before the first scheduled training session. DHCD will provide comments for corrections to the Contractor within (1) one week of the submittal.

Training Sessions

- A. The Contractor shall conduct three (3) one-day training sessions at various locations as arranged by DHCD. Training dates will be finalized in consultation with the Contractor.

- B. It is anticipated that each session will have approximately 50 participants. All sessions combined will be able to accommodate up to a total of one hundred fifty (150) participants.
- C. The Contractor is required to provide and distribute seminar evaluation forms to each seminar participant. The completed forms are to be collected from the participants by the Contractor and returned to DHCD after each training session.
- D. DHCD will be responsible for providing suitable training rooms and will arrange for the registration of students and will provide the approximate number of attendees to the Contractor prior to the scheduled training sessions.
- E. The dates and locations of the training sessions to be held are tentatively scheduled as follows and are subject to change at the discretion of DHCD.

One (1) Training to be held at 7800 Harkins Road, Lanham, MD
One (1) Training to be held in Western Maryland at a location TBD
One (1) Training to be held on the Eastern Shore at a location TBD

Training Sessions Presentation Materials

- A. The Contractor shall conduct the training sessions using PowerPoint (or similar software), a computer and an LCD projector, all of which are to be supplied by the Contractor.
- B. The Contractor shall provide a workbook for each student based upon the PowerPoint presentation, on 8 ½ X 11 inch paper, neatly bound, with space to add notes.
- C. Upon completion of the training sessions, the Contractor shall deliver all presentation materials, which are owned by DHCD, to DHCD in electronic format prior to the final payment.
- D. The Contractor shall make available to DHCD for further and future use at its discretion all training material developed as a result of this Contract and/or used during the training sessions.

BID FORMAT

Required Bid Submissions. Submit three (3) copies of each of the following documents with original signatures *in a sealed envelope* to the Procurement Officer by the bid due date and time and to the address listed on the title page. Failure to include all required submissions may result in a bid being deemed non-responsive.

A. Transmittal Letter. A Transmittal Letter shall accompany the Bid and include the following:

1. Name and address of the Bidder;
2. Name, title, e-mail address, and telephone number of primary contact for the Bidder;
3. Solicitation Title and Solicitation Number that the Bid is in response to;
4. Signature, typed name, and title of an individual authorized to commit the Bidder to its Bid;
5. Federal Employer Identification Number (FEIN) of the Bidder, or if a single individual, that individual's Social Security Number (SSN);
6. Bidder's eMM number;
7. Bidder's MBE certification number (if applicable);
8. Acceptance of all State IFB and Contract terms and conditions; and

B. Completed Price Bid Form (**Attachment A**)

C. Provide documentation of Minimum Qualifications

D. Provide a narrative describing the firm's ability and experience in providing the services described in the Scope of Work.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

PRICE BID INSTRUCTIONS & FORM

The Price Bid Form is used to calculate the Bidder's TOTAL, EVALUATED BID PRICE. Follow these instructions carefully when completing your Price Bid Form:

- A. All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15, and must be the actual price per unit for the specific item or service identified in this IFB. Every blank below shall be filled in.
- B. All calculations shall be rounded to the nearest cent, i.e., .344 shall be .34 and .345 shall be .35.
- C. Except as instructed on the Price Bid Form, nothing shall be entered on or attached to the Price Bid Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render this Bidder's submission nonresponsive.

ATTACHMENT A: PRICE BID FORM

Please see separate Excel spreadsheet for the PRICE BID FORM